



# The City of Morgantown

389 SPRUCE STREET  
MORGANTOWN, WEST VIRGINIA 26505  
(304) 284-7431 TDD (304) 284-7512  
[www.morgantownwv.gov](http://www.morgantownwv.gov)

June 21, 2013

**RE: V13-25 / Otto Properties, LLC / 510 Burroughs Street  
Tax Map 55, Parcel 37**

Dear Property Owner:

The City's Planning and Zoning Code requires notification of property owners within two-hundred (200) feet of a site where certain land development and/or land use decisions are required by the Planning Commission or Board of Zoning Appeals.

Lisa Mardis of Project Management Services, on behalf of Otto Properties, LLC, has submitted a variance petition for property located at 510 Burroughs Street. A map is enclosed with this letter illustrating the location of the subject site.

The **Board of Zoning Appeals** will consider this variance petition at a public hearing on:

**Wednesday, July 17, 2013 at 6:30 PM  
City Council Chambers, City Hall, 389 Spruce Street**

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## **Project Description:**

The petitioner seeks variance relief, which requires approval by the Board of Zoning Appeals, from Article 1365.09(B)(4)(d) as it relates to the minimum distance between any wall of a building and paved portions of parking spaces and maneuvering aisles.

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Should you have any questions concerning these petitions or require special accommodations to attend the hearing noted above, please call the Planning Division at 304-284-7431 or email to [shollar@cityofmorgantown.org](mailto:shollar@cityofmorgantown.org). Written comments may be submitted to this email address or by mail to the Planning Division address noted above.

The agenda for this hearing and related staff reports will be posted on the City's website, [www.morgantownwv.gov](http://www.morgantownwv.gov), approximately one week before the hearing.

Respectfully,

Stacy Hollar  
Executive Secretary

Enclosure: Site map

**CASE NUMBER:**  
**V13-25 / Otto Properties, LLC / 510 Burroughs Street**

